

## Questions for Day of Service Tracking Instrument

1. Project Name [Enter a title]
2. Project Location:
  - Street address
  - City, State, Zip
  - Virtual Opportunity (participate online from home)
3. Brief Description: Describe the activity
4. How many volunteers are expected to serve? [Number or unlimited] [Actual]
5. How many national service participants are expected to serve [Number] [Actual]
6. How many other attendees are expected [Number] [Actual]
7. Name(s) of VIP attendees:
8. Names of notable partner(s):
9. When does the opportunity start? [Date and time]
10. When does the opportunity end? [Date and time]
11. Rain date?
12. Is this a one-time event or is it re-occurring? If re-occurring, how often will it occur? [Weekly, Monthly, Semi-annually, Annually]
13. Lead Organization [Name, Address, phone, e-mail, website]
14. If grantee, then which program: [e.g. ACSN, NCCC, SC-FGs, SC-SCs, SC-RSVP, VISTA]
15. Contact Name, phone and e-mail:
16. Press contact name, phone, and e-mail:
17. Populations expected to be served as beneficiaries: [CNCS populations of interest, e.g. New Americans, Older Americans, Rural Residents, Low-income Individuals, Veterans, Faith-based Communities, Communities of Color, Native Americans, People with Disabilities, Veterans, Active Military, Military Families.]
18. Populations expected to be serving as national service participants: [CNCS populations of interest e.g. New Americans, Older Americans, Rural Residents, Low-income Individuals, Veterans, Faith-based Communities, Communities of Color, Native Americans, People with Disabilities, Veterans, Active Military, Military Families.]
19. Populations expected to be serving as volunteers: [CNCS populations of interest e.g. New Americans, Older Americans, Rural Residents, Low-income Individuals, Veterans, Faith-based Communities, Communities of Color, Native Americans, People with Disabilities, Veterans, Active Military, Military Families.]
20. Which of these CNCS strategic focus areas best describes this opportunity [check all that apply]
  - Disaster Services
  - Economic Opportunity
  - Education
  - Environmental Stewardship
  - Healthy Futures
  - Veterans and Military Families
  - Capacity Building
21. Relevant attachments/links (such as an event flyer, website, press release, photos)
22. Performance measures:
  - Hours of service contributed by community volunteers who were recruited by CNCS-supported organizations or national service participants
  - Hours of service contributed by community volunteers who were managed by CNCS-supported organizations or national service participants